

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Bureau of Health and Nutrition Services and Child/Family/School Partnerships
25 Industrial Park Road
Middletown, Connecticut 06457-1543

M E M O R A N D U M

TO: Child and Adult Care Food Program (CACFP) Home Sponsors

FROM: Maureen B. Staggenborg, Director, Child Nutrition Programs

DATE: October 14, 2005

SUBJECT: **Operational Memorandum #02H-06**
I. CACFP Day Care Home Sponsor Training
II. ED-103 Schedule C – Reimbursement Claim for Day Care Homes

- I.** A training session for day care home sponsoring organization staff is planned for Thursday November 3, 2005. A focus for the session is training on *Child Abuse and Neglect Reporting Process and Requirements* which will be provided by the Department of Social Services. In addition to administrative staff, home monitors and area coordinators are invited to attend this session.

Date, Time & Place

Thursday, November 3, 2005
9:45 a.m. – 12:30 p.m.
Connecticut State Department of Education
25 Industrial Park Road, Middletown, CT

The agenda and registration form is enclosed. **Registration forms must be mailed or faxed no later than Thursday October 27, 2005.**

- II.** Enclosed for your use is a supply of revised ED-103 Schedule C reimbursement claim forms and instructions. The new forms must be used beginning with the October 2005 claim that is due in the Bureau of Health and Nutrition Services and Child/Family/School Partnerships on **November 15, 2005.**

Accuracy of claim data submitted with the diskette is critical. Claims will not be processed for payment if discrepancies are found. Therefore, the reports that will assist in ensuring the integrity of the claim data should be printed and reviewed monthly.

If there are questions regarding the issues addressed in this memorandum, sponsors may contact Susan Bohuslaw at 860-807-2073.

Enclosures

MBS: mbs
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